

BUSINESS DEVELOPMENT OFFICER

Purpose:

To actively support and uphold the City's stated mission and values. To generate quality leads and prospects for the City of Tempe that will drive job growth and increase tax revenues; to provide highly responsible, complex support to the Community Development Director.

Supervision Received and Exercised:

Receives direction from the Community Development Director.

May exercise functional and technical direction over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Identify and actively pursue new industry, business, and investments into the City.
- Develop, maintain and use trusting interpersonal relationships with key individuals in real estate, development, finance, and business for the benefit of the City of Tempe.
- Maintain a reputation of excellence and integrity through consistent, honest, and value-added service.
- Actively promote, utilizing an outside sales approach, sites and opportunities within the City of Tempe that will develop new quality office, industrial and retail projects.
- Generate and manage leads and prospects by providing prompt and accurate information, interacting with clients, and managing prospects as a client to city liaison. Develop strategies and tools to manage client and prospective client relationships.
- Personally represent the City of Tempe through participation on various committees, business round tables, and strategic alliances. Connect with

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Business Development Officer (continued)

lobbyists; Federal, State, regional and county agencies for the purposes of business development

- Develop and execute strategies that engage targeted businesses, commercial real estate brokers and developers, site location consultants and regional/state economic development partners in an effort to locate quality businesses and development/redevelopment to Tempe.
- Ensure City Management and elected officials have relevant, accurate and timely information to make meaningful administrative and policy decisions.
- Collaborate with other city staff to develop strategies that support Tempe's ability to attract and retain businesses including incentive policies, addressing infrastructure needs, business process and business programs.
- Perform hands-on work with staff; owners; developers; marketing firms; design professionals; members of the news media; professional publications and other promotional publications and outlets to promote business development within Tempe.
- Collaborate with staff to produce marketing materials and advertisements.
- Create promotional and prospect-focused events in an effort to promote Tempe to potential clients and client agents. Increase the visibility and positioning of the City of Tempe.
- Solicit development proposals from private development companies and businesses for new office, industrial, retail and redevelopment projects.
- Appropriately collaborate with other departments in the organization early in the recruitment process to provide a seamless experience for new businesses.
- Continue to support key located projects through the development review/entitlement process.
- Effectively use available resources for the purposes of business development.
- Provide market research as needed by gathering and processing client information.
- Train staff to identify, develop and nurture client relationships and opportunities.
- Coach project managers on presentation skills, networking and client interaction.

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Business Development Officer (continued)

- Solicit and use meaningful feedback from City employees on policies and procedures to support Business Development. Analyze and resolve operational and procedural problems that impact your efficient delivery of value-added service.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Equivalent to four years of full-time professional experience in one or more of the following areas (note that any combination of the listed areas that total four years is qualifying):

- Marketing
- Real estate development
- Project management
- Economic development
- Directly related field involving considerable contact with developers, zoning attorneys, real estate professions, financial specialists, architects, construction companies, and municipal governments.

Experience communicating at a high level with major corporate decision makers is preferred.

Education / Licenses:

Requires either a State of Arizona Real Estate Broker's License at time of application, OR the equivalent of a Bachelor's degree from an accredited four-year college / university with a major in public administration, business, economics, marketing, communications, architecture, or degree related to the core functions of this position.

Memberships:

Current membership in one or more of the following professional economic development and land use organizations is highly desirable: Urban Land Institute (ULI); International Economic Development Council (IEDC); ICSC: International Council of Shopping Centers (ICSC); Lambda Alpha International; U.S. Green Building Council; or other such professional associations.

Examples of Physical and/or Mental Activities:

(Pending)

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CITY OF TEMPE Business Development Officer (continued)

Competencies:

(Pending)

Job Code: 029

Status: Exempt / Unclassified

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